



**USAID**  
FROM THE AMERICAN PEOPLE

# SOUTHERN AFRICA

**Reference No.:** 674-16-1007

**Position/Salary Range:** Accounting Technician  
FSN-09: R315,711.00 – R442,046.00 (Full Performance – Basic Salary)  
FSN-08: R266,897.00 – R373,652.00 (Trainee Level – Basic Salary)  
Additional benefits include miscellaneous allowance, medical and pension fund subsidy, and dependents' education assistance subject to qualification.

**Open To:** South Africans and South African permanent resident permit holders.

**Location:** USAID/Southern Africa  
Regional Financial Management Office (RFMO)  
Pretoria, South Africa

**Opening:** February 01, 2016  
**Closing:** February 12, 2016

**Work Hours:** Full-Time; 40 hours/week

USAID/Southern Africa, an equal opportunity employer, seeks applicants for the above positions.

**English language fluency (Level IV English), both in oral and written communications, is a requirement for this position. Interested applicants who do not meet this qualification ARE ENCOURAGED NOT to apply as their applications will not be considered.**

### **Basic Function of Position:**

USAID/South Africa's Regional Financial Management Office (RFMO) provides financial and accounting services to USAID missions in South Africa and Angola, as well as the USAID Representative Offices in Namibia and Botswana in addition to the non-presence countries of Lesotho and Swaziland. RFMO also provides financial and accounting services to the bilateral and regional President's Emergency Plan for AIDS Relief (PEPFAR) programs and the Power Africa Initiative (PATA). RFMO advises on and analyzes the State International Cooperative Administrative Support Services (ICASS) budget and invoices and prepares and manages the annual ICASS Alternate Service Provider (ASP) budgets. RFMO bills for services provided to PEPFAR, the Regional Inspector General (RIG), client missions, and other Federal agencies based at the Ubunye Office Building. RFMO services include accounting, audit management, budgeting, payment processing, technical guidance, and staffing coverage.

The Accounting Technician (USAID) position is located in RFMO's Accounting Unit, which includes a) one (1) Deputy Controller, b) one (1) Chief Accountant (FSN-12), c) one Senior Accountant (FSN-11), d) three (3) Accountants (FSN-10), and e) three (3) Accounting Technicians (FSN-9). The Unit provides the full range of accounting and audit management support for Regional Southern Africa and its client missions (Angola, Botswana, Lesotho, Namibia, and Swaziland). The Accounting Technician position is responsible for maintaining and periodically reviewing, reconciling and balancing accounting records for, and reporting on, operational expenditures and technical program projects.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties," "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1.

### **Major Duties and Responsibilities**

**A. Ensures accuracy and completeness in the processing of accounting data for assigned portfolio in accordance with USAID directives, regulations, and established procedures: (30%)**

- Reviews commitment and obligation documents for completeness of data and accuracy of monetary data;

- Determines or validates proper accounting classification for each obligation;
- Establishes and maintains controls to ensure funded documents do not exceed funds availability;
- Records all obligations, sub-commitments, and sub-obligations, including recurring expenditures, timely and accurately in the Phoenix accounting system;
- Records all financial and accounting transactions from a wide variety of documents, such as technical agreements, grants, contracts, purchase orders, vouchers, journal vouchers, appropriation transfers, travel authorizations, etc.;
- Posts cancelled checks and collections processed by the U.S. Embassies in Pretoria and client missions;
- Maintains a working files for assigned portfolio maintaining complete familiarity with program documentation and related financial requirements of assigned portfolio;
- Resolves questions on data submission with the Accounts Payable Unit; and
- Ensures all transactions are entered following USAID's complex and strict accounting procedures.

**B. Validates the integrity of assigned accounts and records and ensures timely and accurate adjustment of entries, computations, and balances, including responsibility for: (20%)**

- Reviewing the status and validity of obligated funds;
- Verifying incoming reports against fiscal records;
- Verifying the accuracy of financial and accounting data and appropriateness of documentation to support accounting entries and to support fulfillment of conditions precedent to disbursement;
- Researching solutions to discrepancies;
- Resolving errors and discrepancies with obligating documents source (Technical Offices/Accounts Payable Unit staff); and
- Adjusting accounts and records in Phoenix, as appropriate, by preparing journal vouchers for funding adjustments.

**C. Enhances management decision-making (Accountants, Controller, Technical Offices, Activity Managers, RAAO, etc.) by performing regular reconciliations of accounts, records, and source documents, including responsibility for: (20%)**

- Compiling expenditures charged to the allotment or sub-allotment;
- Regularly reviewing un-liquidated obligations to determine they are still valid in accordance with established criteria and program documentation;
- Assuring funds status being reported reflects only valid obligations;
- Performing monthly reconciliation with the USDO, including the reconciliation of amounts posted and reported by appropriation, fund and obligation, the identification of non-posted amounts and verification of appropriation charged, and the initiation of steps to correct appropriation errors and ensure correct entries are posted in Phoenix;
- Preparing adjustment/correction documents (SF 1081, Journal Vouchers and SF 1098)
- Assisting in the preparation of SF 224 to reflect all disbursement transactions processed by the Mission and client missions for that particular month;
- Clearing outstanding prior period reconciling items;
- Supporting Accountants and/or FAs in counseling Technical Offices and REXO regarding the interpretation of activity pipeline information on a quarterly basis in order to help teams better manage obligated funds and avoid violations of forward funding principles and be cognizant of activities where implementation problems might be occurring;
- Developing expected burn rates for the upcoming six-month period, and discussing corrective action with Accountants leading to more timely expenditure of program funds;
- Supporting the Accountants who coordinated with AORs/CORs, Technical Offices, and REXO in conducting quarterly 1311 review;
- Preparing official monthly, quarterly, and annual reports on accounting records data for assigned portfolio;
- Assisting in the preparation of accruals, documenting problems, trends, and preparing evidence needed to carry-over or de-obligate excess funds for all program obligations/sub-commitments or sub-obligations; and
- Making recommendations to the Accountant(s) for final review by the Controller, AORs/CORs, Technical Offices, and REXO for de-sub-obligations/de-sub-commitment and de-obligation or other appropriate actions.

**D. Partners with Technical Offices, REXO, and RAAO in the closing of assigned financial accounts and the compilation of required summaries, statements, and reports for project closeout, including responsibility for: (10%)**

- Reviewing un-liquidated obligations to determine whether they are still needed for additional expenditures;
- Reconciling commitments, obligations, and expenditures to ensure close-out is completed in full; and
- Preparing close-out documentation in coordination with the Accounts Payable Unit for review and sign-off by the accountant(s) and Controller.

**E. Ensures timely, complete, and accurate information for budgeting activities, including responsibility for: (10%)**

- Developing detailed justification to support request for funds allowed by USAID/Washington;
- Ensuring budget data is properly submitted to Washington;
- Monitoring assigned portfolio budget to ensure spending patterns are consistent with allocations and recommends adjustments as necessary;
- Reviewing past documents to identify and analyze recurring costs, analyzing staffing patterns to anticipate employee costs, reviewing materials that are indicators of economic conditions having an effect on budget(s) and budget planning;
- Recommending areas of emphasis for improvement, in consultation with the Financial Analyst and/or Project Accountant and taking into consideration existing problems, constraints, and potentially relevant developments;
- Actively participating and supporting the development and monitoring of detailed budget information for technical and program support costs as well as preparation of the Program and Operating Expense (OE) funded operating costs budgets for the annual budget submission and a range of budget requirements throughout the year; and
- Actively participating and supporting the compilation and justification of the annual ASP ICASS budget. The incumbent prepares annual ASP invoices and obtains customer agencies' approvals.

**F. Other job-related duties as assigned, including serving as back up to other Accounting Technicians. (10%)**

**Required Qualifications.**

**Education:** Completion of secondary school (Grade 12) with two years of collegiate or equivalent formal study in accounting or bookkeeping is required. A university degree (bachelor's equivalent) in accounting, financial management, or business administration with a focus on finance is preferred.

**Prior Work Experience:** A minimum of four years of progressively responsible experience in accounts maintenance, bookkeeping or closely related accounting technician work is required. At least one year in accounts maintenance work for a U.S. Government agency is preferred.

**Post-Entry Training:** On-the-job training by USAID financial staff is required. The following formal training opportunities covering U.S. government financial regulations and USAID policies and procedures should be taken as soon as possible:

- Appropriations Law
- Supervisory Skills
- Internal Controls
- Travel Policy, Regulations and Allowances
- USAID Accounting
- USAID Financial Management Overview

**Language Proficiency: Level IV proficiency in written and spoken English is required.** Level IV (fluent) English is required. Demonstrated fluency in written and spoken English (Level IV – Modern Standard) is required. At Level IV, an employee is required to possess a high degree of proficiency in written and spoken English.

**Knowledge:** While mastery of USG- and USAID-specific regulations, policies, and procedures, as identified below, are required for the incumbent to perform successfully at the full performance level, this knowledge can be acquired on the job. Preferential consideration may, however, be given to those who can demonstrate mastery of some aspects of USG regulations, policies, or procedures.

A thorough knowledge and understanding of professional accounting principles, theories, practices, and terminology, as well as the principles and procedures of the host country government and business financial

accounting, budgeting, and reporting is required. Expert knowledge of accounting procedures of posting, disbursements, reimbursements and principles of operating expense accruals and thorough knowledge of financial reporting required. A thorough knowledge and understanding of (1) appropriation, allotment accounting procedures used in maintaining, reconciling, balancing and closing accounts in U.S. Government activities; and (2) USAID project accounting policies, regulations and practices highly desired.

**Skills and Abilities:** Must have demonstrated:

- Ability to analyze numerous accounting records and determine the need for various types of entries and adjustments.
- Ability to relate the purpose and objectives of activities to their costs and fiscal requirements. Must be able to compile and present detailed financial and related information in a concise and fully professional manner.
- Be able to record, reconcile and balance accounts and to relate the purpose and objectives of projects to their costs and fiscal requirements.
- Must be able to explain clearly to borrowers, grantees, and contractors the need for various documentation steps to be taken in order to comply with financial records-keeping and reporting requirements of specific technical program projects.
- Must have strong word processing and spreadsheet skills and be proficient in the use of office software, including Microsoft Word, Excel, Power Point, and Access.

**Evaluation Criteria and Weights:**

1. Education/Weighted 5% based on initial application review;
2. English Language Skills/Weighted 20% based on application review, written assessment, and interview;
3. Prior Work Experience/Weighted 20% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 30% based on written assessment and interview.

**How the Selection will be made:**

The successful candidate will be selected based upon the following:

1. a preliminary review of the applicant's submitted package (which includes the cover letter and CV) to establish that minimum educational, work experience, and English writing fluency requirements are met;
  2. tests to include an English writing skills test; a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skills test that might be deemed appropriate;
  3. a personal face to face interview; and
  4. reference checks.
- USAID/SA's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.
  - The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews.
  - Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. The TEC will conduct and document reference checks. (Step 4) prior to advising the TEC of the results of these checks. Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package. References will only be solicited for those interviewed applicants who are being considered for ranking.
  - Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a selection memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.
  - As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/SA.

**USAID/SA reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational and English language requirements cannot be hired at either a trainee or full performance level.**

**Applicability:**

This position is open to all South Africans and South African permanent resident permit holders. USAID/SA management will consider nepotism/conflict of interest, budget, need for continuity, and residency status in

determining successful applications. Current USG employees on probationary status (i.e., within their first year of employment) are not eligible to apply.

**Compensation:**

The Accounting Technician will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, pension fund, and medical aid subsidy. Subject to qualification, compensation for dependents' education assistance is also available. The successful candidate's salary level will be based on prior job-related experience and salary history.

**To Apply:**

All interested and eligible candidates should visit [USAID.pnet.co.za](http://USAID.pnet.co.za) to apply for this position. Applicants with pnet accounts can log-in from the above website to apply and first time users will be required to register on the site before they can apply. **For an application to be considered complete include a cover letter with the advert reference #, position title, and a CV of no more than 4 pages.**

**Failure to comply with these instructions may result in your application being considered "non-responsive" and eliminated from further consideration.**

**Point of Contact:**

Penny Mamabolo: Telephone: (012) 452-2058

Theresa Owusu, Telephone: (012) 452-2358

Gugu Mbambo, Telephone: (012) 452-2225

**Only short-listed candidates will be acknowledged.**

**Closing date for this position: February 12, 2016 (Close of Business).**

The U.S. Mission in South Africa provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.